



# Vendor Application Guidelines

Gilbert Heritage District

October 29, 2016 • 10am – 7pm

## APPLICATION PROCESS

Vendor selection will be based upon Gilbert event needs, appropriateness to theme of event, types businesses and space available.

**Retail or Sales Vendors** if you are accepted as a vendor the following information **may** be required. Contact 480-503-6229 for more information.

### □ Insurance Requirements

- Vendors **may** be asked to provide a Certificate of Insurance naming the Town of Gilbert as an additional insured. The insurance must meet the requirements of \$2,000,000 general aggregate and \$1,000,000 each occurrence. The following address should appear on the certificate: Town of Gilbert, 90 E Civic Center Drive, Gilbert, AZ, 85296. Certificates should be mailed or faxed to (480)503-6204 with the initial vendor application.

### □ Gilbert Business License #

- Retail vendors are required to have a Gilbert Business License #. If you're a business selling product and your business is located any place other than Gilbert, you will need a One-Day Transient Business License. To obtain a One-Day Transient Business License Application please contact the Development Services Department at (480) 503-6700 or visit the website at: <http://www.gilbertaz.gov/departments/economic-development/business-registration-and-licensing>

## ON-SITE REQUIREMENTS

- Vendor spaces **cannot exceed 10'x10'**. Booth spaces requiring more than 10'X10' will incur an oversized space. (See application for cost)
- **Electrical Equipment:** Vendors requesting the use of electricity must provide their own extension cords. All electrical equipment being used must be examined by the vendor before arriving for set-up. All electrical items, including extension cords, must be in good working condition and safe to use. Electric needs must not exceed 110volts/15amps; **YOU MUST REQUEST ELECTRICAL ACCESS** on your original application, which will be taken into consideration upon application approval.
- Vendors will abide by EVENT staff requirements regarding set up time and location(s)
- *Load in begins at 7:30 a.m. Booths must be set-up by 9:30 a.m., open by 10:00 a.m. and remain open until 6:45 p.m. on event day. Closing before the end of event or staying open after the end of the event is grounds for exclusion from participating at future events.* Vendors will be responsible for any damage caused to Town property during the event, set-up and/or tear down. It is the vendor's responsibility to clean their booth space prior to leaving the event.

## ON-SITE REQUIREMENTS CONTINUED....

- Vendors *must claim their assigned booth space* no later than 9:00 a.m. on Saturday or it will be forfeited. Arrangements can be made with event staff for Friday set up if needed.
- Vendors are responsible for *removing debris* and ensuring the general cleanliness of the area surrounding their booths throughout the event and following its conclusion.
- All vendors are required to check-in with Event Staff prior to set up.
- Vendors will provide all required equipment and electric cords needed for sales or booth operations.
- Vendors will bring tent, tables, chairs, and anything else required for operations.
- Prior to the event, vendors will receive an e-mail that will include important event and parking information. Vendors should contact an event coordinator if the Vendor Packet is not received within a week of the event.

## ON-SITE SAFETY & SECURITY

- Vendors must obey all pertinent safety codes and laws, including, but not limited to, fire, safety and parking regulations
- Canopy tents must be fire retardant. All canopies, tents and other temporary structures must be weighted before you are permitted to open, with the equivalent of 30-pounds per pole minimum.
- Event participants agree to allow use of video and photography taken by Event organizers at the event for promotional purposes. Any photos taken by the event are the property of the Town of Gilbert.
- The Town of Gilbert is not responsible for damage, theft, or loss of equipment or display furnishings.
- **Event Cancellation:**  
If the event has to be canceled due to bad weather, the Town of Gilbert will notify vendors as soon as possible. It will be the sole discretion of the Town of Gilbert to cancel an event. No refunds are issued unless the Town of Gilbert cancels the event.
- **Building Inspection and Fire Department Requirements:**  
Vendors must be in compliance with Town of Gilbert Building and Fire Department regulations. An information sheet stating regulations which pertain to special events will be mailed to vendors prior to the event. Vendors should contact an event coordinator if the information sheet is not received within a week of the event. A Town of Gilbert inspector will be at the event to conduct a building and fire inspection of each vendor booth.